



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161

Telephone: 305-899-8000 Facsimile: 305 891 7241

DATE: December 8, 2017

TO: Mayor and Commissioners

FROM: Krishan Manners, Village Manager

RE: Village Update

Mayor and Commissioners:

Following is an update of items underway this week in the Village.

- **Hurricane Irma Recovery:**

Grubbs continues to work to mulch/haul debris from the 114th Street staging area. We are nearing the end of this process. As soon as this is complete, we will begin repairs to both staging areas. The Parks & Parkways Board have made suggestions regarding creating a passive park with fruit trees, butterfly garden and seating area on the 114th street median. The Commission has also requested they make suggestions for the site by Village Hall.

Our thanks to all of the residents for working with us during this time of recovery and enduring the noise and dust created by this debris.

- **Comprehensive Annual Financial Report (CAFR):**

In contact with the Joint Legislative Auditing Committee and awaiting information. Finance is working to prepare the 2016 books for audit.

- **FINANCE:**

Governmental Management Services are working out well as our new finance department. This week, the CITT audit is complete except for the delivery of the 2016 CAFR. That will be delivered as soon as it is completed. Additionally, monthly financial reports are being created so that as soon as the books are up to day we can begin receiving regular reports.

- **CODE:**

In-office administrative items being handled by Code Officer Caserta include:

- Formatting daily inspection sheet for inspectors log in the field
- Working on enforcement report details to provide information on open and closed cases
- Agenda for the Code Enforcement Board
- Meeting to discuss the code enforcement procedures and future plans for the department
- Fine tuning the Notice to Appear



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- Created the auto population feature on the Notices
- Revised the data entry procedures regarding how code cases are entered

Out in the Field, items being addressed by Code Officer Pinero include:

Issuing courtesy notices and admin citations and meeting with residents on violations. Administratively, she prepared for code board meeting, reviewed files for questions and reviewed open violations to ascertain abatement.

November 2017 Courtesy Notices Issued:

<u>VIOLATION TYPE</u>	<u>CASES</u>
ADMIN. CITATIONS:	10
ABANDONED VEHICLES:	0
ADDRESS DISPLAY:	5
ANIMAL CARE:	0
BUILDING CODE/HOUSING:	0
CARPORT:	0
CLEAN ROOF:	3
CODE OF ORDINANCES:	0
DRIVEWAY & SWALE SURFACE:	1
FENCES:	11
GRASS/WEEDS/SHRUBBS:	4
INOPERABLE/ABANDONED VEHICLES:	7
LANDSCAPING/TREES:	1
OBJECTS IN RIGHT-OF-WAY:	2
OTHER:	2
PERMIT - WORK W/O PERMIT:	24
PERSONAL PROPERTY STORAGE:	1
PROPERTY CLEAN-UP:	1
PROPERTY MAINTENANCE:	10
SIGNS:	2
STOP WORK ORDER:	1
STORM SHUTTERS:	1
TRAILER/RV'S	3
TRASH & DEBRIS:	1
TRASH CANS/GARBAGE CANS:	12
WATERCRAFT STORAGE:	1
NOVEMBER TOTAL VIOLATIONS:	103



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- **POLICE:**

Police Department's Statistics for the Period

Total Cases: 24

Total Cases by Category

Alarms: 3

Assists to Police Agencies: 2

Sick/Injured Person: 7

Suspicious Person/Vehicle: 2

Information/Non-Criminal Investigation: 7

Dog Calls (Lost/Found/Loose/Barking): 2

Repossession: 1

Significant Activity: 0

There was no significant criminal activity reported during this timeframe.

- **PARKS & RECREATION:**

As a department we focused on last minute Winter Fest preparations. These included, grounds and facility upkeep, vendor confirmations, decorations, organization, etc. In addition, plans were set for east ground repairs – laying sod and mulch. Upcoming events include Music Concert and Food Share. All preparations have been put in place for successful events. Approved contract with Power Mommas for a Mommy and Me Stroller Workout program.

- **PUBLIC WORKS:**

Public Works cleaned all alleys of debris and trimmed overgrown vegetation. Trimmed trees along 113th and 7th Avenue to allow clearance for large trucks to reach the 114th Street staging site to remove mulch. Met with vendors for estimates to re-sod/mulch in front of Rec Center. Met with vendors for estimates to replace fence between racquetball court and entry to Rec Center. Routine maintenance village-wide.

- **ADMINISTRATION:**

Administration continues to work with H2O Partners, our Disaster Recovery Consultant, to maximize reimbursements from FEMA. This week, we have provided force accounts payroll, tickets from Grubbs and the monitoring company to H2O to prepare for delivery to FEMA.

Wishing you all a great weekend!